

Request for Proposals

Columbia County Contract Legal Services URBAN RENEWAL ATTORNEY

ISSUED: February 20, 2014

Notice is hereby given that Columbia County, through its Board of County Commissioners will receive proposals for contract legal services through 5:00 p.m. on March 20, 2014. No Proposals will be considered after that time.

Columbia County is seeking a qualified attorney to provide legal advice and services to the Columbia County Development Agency ("CCDA"). The CCDA is the County's Urban Renewal Agency established under ORS Chapter 457. The Board of County Commissioners sits as the Board of the CCDA. The selected contractor will be responsible for advising the CCDA and County staff related to urban renewal and related economic development issues including the Oregon Strategic Investment Program ("SIP"), and enterprise zones. The selected contractor will attend some CCDA meetings and will negotiate development agreements and intergovernmental agreements, as necessary. The selected contractor will coordinate with the Office of County Counsel.

The selected contractor will preferably have experience representing urban renewal agencies in Oregon and experience with enterprise zones and the SIP. The selected contractor will be required to sign a Personal Services Contract, prepared by the Office of County Counsel, and to provide proof of 2 million dollars of general comprehensive liability insurance and 1 million dollars of professional liability insurance.

Proposals should include a resume and cover letter specifically addressing the County's preferred experience, and any other relevant experience. Proposals shall provide any limitation on availability. Proposals should also include the Contractor's hourly rate and reimbursable expenses. The hourly rate must be in effect for at least the first year of the contract. Proposals should describe how rate increases will be proposed and history of rate increases in the last 2 years. Firms shall include the resume of the attorney to be primarily responsible for the services and all other attorneys who may represent the County. Proposals should include local government references and contact information.

In awarding a contract the County will consider a proposer's particular capability, experience and capacity to perform the required services, including but not limited to performance history for other public and private clients; history of submitting accurate estimates; client service philosophy; and compensation requirements. The County reserves the right to conduct interviews with all or select proposers. The County reserves the right to seek clarification of proposals and the right to negotiate a final contract which is in the best interests of the County.

Proposals are to be sent to Sarah Hanson, Columbia County Counsel, at 230 Strand Street, Room 318, St. Helens, Oregon 97051 and must be received no later than 5:00 p.m. on March 20, 2014. Proposals must be in sealed packages marked "Proposal for Contract Legal Services" or

equivalent. Three copies shall be provided. Electronic proposals will not be received.

The Board of Columbia County Commissioners reserves the right to reject any and all proposals not in compliance with this notice, and may reject for good cause any and all proposals upon a finding that it is in the public interest to do so. The County reserves the right to cancel the RFP, if doing so would be in the public interest. The County reserves the right to waive any and all informalities if in the public interest.

Proposers who respond to this RFP do so at their own cost and expense, and under no circumstances will the County be responsible for those costs and expenses.

Questions about this Request for Proposals shall be directed to Sarah Hanson, Columbia County Counsel, at 503-397-3839 or sarah.hanson@co.columbia.or.us.